



# Folk Arts Project Grant Guidelines

## **DESCRIPTION**

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**Project Grants** are designed to assist individual artists and cultural communities in developing, perpetuating, or presenting their own traditional art forms. They leverage greater community support for folk and ethnic arts by providing seed money that must be matched with community resources of cash or donated services. Grant requests are processed quickly to help communities and artists take advantage of timely opportunities. Funding is available year-round or until the annual appropriation is depleted.

Eligible projects include (but are not limited to):

- festivals, exhibitions, concerts or other public presentations that strengthen the cultural heritage of a cultural community or geographic region;
- production of music CDs, brochures, pamphlets or other materials that assist traditional folk and ethnic artists or groups in documenting and promoting their artistry;
- purchase of tools, craft supplies, costuming or performance supplies that help further professional artistic development for folk, ethnic and traditional artists and groups;
- payments to artists for crafts demonstrations or performances at community events;
- documentation of community-held artistic traditions.

Any kind of traditional or ethnic art that takes place within a community, family, or small group can qualify for a Folk Arts grant. Native American crafts, dancing, drumming and singing are examples of folk and traditional arts. So are pioneer crafts like saddle making, rawhide braiding, quilting, whittling, rugmaking and other needle crafts. Traditional kinds of music and dance are also folk arts. Ethnic arts, arts practiced by people who have a family or community heritage from another country, are important regardless of whether the family has been in this country for many generations or has arrived recently. If the art form is traditional and occurs within a community, it may be eligible.

## **FUNDING ELIGIBILITY**

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### **Who Can Apply?**

Artists  
Educators/Schools  
Organizations  
Local Arts Agencies/Municipalities

### **Limitations/ Restrictions**

- Funds are only available to individuals, informal groups, non-profit organizations or civic (governmental) organizations that have a well-focused plan that reinforces traditional folk or ethnic arts and artists on a community level.
- Funds are awarded as one-to-one matching grants in amounts up to \$500. For a project costing \$1,000 or more, the Folk Arts Program could consider funding up to \$500. The

match can consist of cash or in-kind donations of time or services. (For example, if a project costs \$600, you can request funding for up to \$300, or one-half the cost of the project. For assistance in understanding matching grants or for help in identifying your ability to match the funds requested, contact a Folk Arts staff member.)

- To receive payment, an individual or an individual representing an informal group must provide a valid social security number. Nonprofit or civic organizations must provide a valid employer identification number.
- Funding is not available to support arts forms based in historical re-creation or traditions borrowed from another culture or time.

### **Utah Arts Council Grant Policies**

- Late applications are not accepted.
- Paper applications are not accepted
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#)
- Applicants may apply for any Utah Arts Council (UAC) grants for which eligibility requirements are met; however, applicants will only be funded for **one** UAC grant per fiscal year.

## **REVIEW CRITERIA**

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Applications will be reviewed by the Folk Arts Advisory Panel, comprised of cultural experts and members of the Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

- Proposed activities are culturally authentic and significant.
- The art forms and artists to be supported demonstrate artistic excellence.
- Activities are directed by and for the primary benefit of members of a shared cultural community.
- Community support is demonstrated through cash contributions, planned participation and in-kind donations.
- The project is likely to be successful based upon the track record of the individual or organizational applicant and upon the specific plans for requested funds.

## **APPLICATION PROCESS**

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### **Initial Approach**

Applicants are encouraged to contact a Folk Arts staff member at 801-533-5760 to discuss your proposal and to ensure your project qualifies for funding under this grant category.

### **Deadline**

Applications should be submitted least 30 days before the scheduled project. Applications will not be accepted between May 15 to June 30, 2011.

## Request Amount

\$0 minimum to \$500 maximum

## Online Submission Process

1. In order to apply for a Utah Arts Council grant, you must be registered in the online grants system. To register, visit [dccgrants.org](http://dccgrants.org) and click on “register as new user” and fill out all fields that pertain to you and your educational organization. PLEASE USE Proper Case, no ALL UPPER CASE, and no all lower case and avoid using any symbols like #”/./! etc.
2. You will receive an email that may confirm your registration and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again. SAVE the email in your Saved Messages folder. The URL is easy to remember: [dccgrants.org](http://dccgrants.org).
3. After logging in, read the instructions regarding system requirements (for example your browser needs Flash version 10 or higher).
4. You can navigate to the Online Grants by clicking on the “Grants, RFQs Applications” menu item on the Navigation Bar
5. Highlight the grant opportunity available in the Available Opportunities section of the page, and either click the View Opportunity Details button for more information about the grant opportunity, or click the Apply for Selected Opportunity button to create the application for this opportunity.
6. Once the application has been created, double-click on the application under My Applications section, and begin entering your information. You may save and return to the application as many times as you need be before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
7. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application please call the grants administrator.

## Grant Funding Process

- **Guidelines and Online Application Available**  
Application guidelines are available on the [Division of Arts and Museums website](#). Funding will be available after July 1, 2010, on a first-come, first-served basis. Applications will not be accepted between May 15 to June 30, 2011.
- **30 Days Prior to Project – Final Application Due**  
All applicants must submit a Final Application, using the online grants management system, at least thirty days prior to the beginning of the project. (Earlier submission is recommended.) Acknowledgement that the application has been successfully received will be sent by email.
- **First Week After Receipt of the Application – Staff Review**  
Staff reviews online applications for completeness and eligibility, and may contact an applicant for clarification and additional information.
- **Second Week After Receipt of the Application – Panel Review and Notification**  
The Folk Arts Advisory Panel, comprised of cultural experts and members of the Utah Arts

Council Board, reviews and scores application in accordance with panel evaluation criteria in the guidelines.

- **Fourth Week After Receipt of the Application – Notification**

Grant payment will be issued.

- **Upon Project Completion—Evaluation**

Staff will contact the grant recipient to conduct an evaluation.

## **GRANT PREPARATION**

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Below is a list of information to prepare for your online grant submission:

- Contact information
- Congressional and Utah Legislature leaders in your area
- DUNS number
- Description of activities planned and a time-table of specific events
- Information about where and when your project will take place, who will participate, the anticipated audience, how it benefits your community and why it is important
- Explanation of how grant funds will be matched
- Explanation of compelling reasons why state tax dollars should fund your project

## **SUPPLEMENTAL MATERIALS**

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### **Financial Worksheet**

Please fill out the **Project Budget** worksheet available as part of the online application.

### **Other Materials**

- Photocopy of valid Social Security Card (for successful individuals)
- Upload a PDF copy of 501(c)(3) IRS Determination Letter (if applicable)

## **ADDITIONAL INFORMATION**

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- Completed applications must be submitted by at least thirty days before the project will begin.
- Notification of award will be made within three weeks of staff receipt of the application. Payment may take up to five weeks.
- Payments are reported to the Internal Revenue Service as income and recipients are responsible for calculating the amount of money they owe in taxes.
- Primary funding for Project Grants is provided through a Folk and Traditional Arts Infrastructure Grant from the National Endowment for the Arts. Additional funds come from interest earned in the Ethnic Arts Endowment Fund created in 1990 through a partnership between the National Endowment for the Arts and the Utah State Legislature.
- Projects are funded to reflect Utah's cultural diversity and to reach all regions of the state.

- All applicants can receive advice and technical support from the Folk Arts staff from project planning through completion.
- The Folk Arts staff will document the project through either a verbal report with recipients or an on-site visit.